Installing TAS Modifiable Accounting and Advanced Modifiable Accounting

TAS-Plus Relational Database is included with your accounting package. The relational database must be present in order to run the accounting applications.

INSTALLING ON A HARD DISK

1. Install the database as outlined in the TAS-Plus Relational Database documentation. It is very important that the database be copied onto your disk **before** the accounting software.

2. Place the TAS-Plus Modifiable Accounting - Runtime Disk 1 in drive A and type:

COPY A:*.* C:/V and press return

3. Place the TAS-Plus Modifiable Accounting - Runtime Disk 2 in drive A and type:

COPY A:*.* C:/V and press return

4. If you do not have the Advanced Modifiable Accounting, skip this step. Place the TAS-Plus Advanced Modifiable Accounting Runtime Disk in drive A and type:

COPY A:*.* C:/V and press return

INSTALLING ON A FLOPPY SYSTEM

1. Place a system disk with the program FORMAT.COM on it into drive A. Place a blank diskette in drive B. Type **FORMAT B:/S** and press return.

Press return to continue at the prompt. When it is finished formatting, you have a diskette formatted with the operating system. Take it out and label it "TAS-Plus Accounting Data Disk - Working Copy - Drive A". When the prompt asks if you want to format another, type N.

2. Place another blank diskette in drive B, type **FORMAT B:** and press return.

Press return to continue at the prompt. When it is finished formatting, you have a diskette formatted without the operating system. Take it out and label it "TAS-Plus Accounting Program Disk - Working Copy- Drive B:.

3. Remove the System Disk from drive A and replace it with the TAS-Plus Locked Distribution Disk. Type :

COPY A:TAS.EXE B:/V and press return.

When it is finished, type:

COPY A:TAS.OVL B:/V and press return.

When it is finished, type:

COPY A:MENU.RUN B:/V and press return.

Depending on which version of DOS you are using, you may or may not have room for the programs on the TAS-Plus main menu. After you have copied the accounting disks, you may selectively copy TAS-Plus programs like TASBRWSE.RUN and TASADREC.RUN to the disk.

4. Remove the disk from drive A and replace it with the TAS-Plus Modifiable Accounting - Runtime Disk 1. Type:

COPY A:*.* B:/V and press return.

5. Take the disk from drive A and replace it with the TAS-Plus Modifiable Accounting - Runtime Disk 2. Take the TAS-Plus Accounting Data Disk - Working Copy out of drive B and replace it with the TAS-Plus Accounting Program Disk - Working Copy. Type:

COPY A:*.* B:/V and press return.

6. Remove the disk from drive A and replace it with the TAS-Plus Accounting Data Disk - Working Copy.

LOADING TAS

To run the accounting programs, first type **TAS** at the operating system prompt and press return. When the TAS database menu appears, select **Run TAS+ Accounting** on the main menu.

You may load the accounting program in one step by typing **TAS BTMENU** at the operating system prompt and then pressing return.

To leave TAS Accounting, press **Esc** at the Main Application Menu. The TAS-Plus database menu will appear. If you wish to exit the database menu, press **Esc** twice.

ERRATA
FOR MODIFIABLE ACCOUNTING AND ADVANCED MODIFIABLE ACCOUNTING

Numerous changes and enhancements have been added to the TAS+ Accounting system with the 2.06 update. Listed below are the changes which you will need to be aware of in the operation of the system.

1. Inventory Adjustments:

   A new option has been added to the Inventory Control menu, (20) Adjust Inventory Amounts. This program should be run when you need to adjust on-hand quantities in your inventory files. This program will update two G/L accounts, Inventory (asset account) and Adjustments to Inventory (expense account).

2. Backing out a posted Sales Order:

   Enter a reversing sales order with a negative amount in the 'quantity to ship' field. Release, print and post the sales order as you normally would. The correct adjustments will be made throughout the system.

3. Backing out a posted Purchase Order:

   Step 1: Issue a debit invoice in the Accounts Payables for the amount of the purchase order. This will adjust the vendor record and the general ledger. NOTE: You need to use an Adjustments to Inventory expense account to offset the debit to A/P. The Inventory account will be adjusted in Step 2.

   Step 2: Select (20) Adjust Inventory Amounts from the Inventory Control menu. Enter the adjusted on-hand amount for the product. This program will adjust all inventory files. Adjustments will also be made to both the Inventory and Adjustments to Inventory G/L accounts.

4. Calculation of Vacation hours:

If you are using payroll to accumulate vacation time, and if you are using the 'percent of hours worked' technique (have an 'H' for the calc rate method), the system has been changed to allow more decimal characters in the calculation rate. Because the decimal point has been moved in the program, you will have to re-enter the rates. You will notice the your old rates now display as 1/100 of what you need them to be, and need to be changed. If you do not use 'H' in the calc rate method, this change does not apply to you.